

2300 N Street, Suite 600  
Washington, D.C. 20037  
202-663-9064  
e-mail RHAGA@neca.org

EX PARTE OR LATE FILED

DOCKET FILE COPY ORIGINAL

Robert W. Haga  
Director - Government Relations

September 19, 1997

**RECEIVED**

DOCKET FILE COPY ORIGINAL

SEP 19 1997

Mr. William F. Caton  
Acting Secretary  
Federal Communications Commission  
1919 M Street, N.W. - Room 222  
Washington, D.C. 20554

FEDERAL COMMUNICATIONS COMMISSION  
OFFICE OF THE SECRETARY

Re: Notice of Ex Parte Presentation, In the Matter of the  
Universal Service Joint Board, CC Docket No. 96-45

Dear Mr. Caton:

On September 5, 1997, I filed a notice of a meeting which occurred between NECA and Universal Service Branch personnel on September 4, 1997. In that letter I stated that NECA had begun performing ministerial functions for the Schools and Libraries Corporation and the Rural Health Care Corporation necessary to meeting the January 1, 1998 start date established by the Commission. I also stated that NECA had discussed the application process, the need to work closely with the Commission as the applications are designed in order to design and establish systems to handle the applications, and the posting of a summary of the applicant's objectives in procuring the services and a standardized checklist specifying those services. We provided an initial draft copy of schools and libraries application forms containing the type of information which would be necessary to administer the program according to Commission rules. NECA views these draft forms as an initial jumping off point to begin discussion on the type of information the administrator would require. NECA stated its intention to submit copies of the draft and subsequent iterations to the FCC so that all parties have access to the information. Attached are the next iteration of those draft schools and libraries forms which incorporate suggestions we have received to date.

We reiterate that these draft forms merely incorporate the *type* of information we need to begin developing administrative processes to meet the January 1, 1998 start date. As the actual application has not been released by the FCC, we are developing administrative procedures based on the information already contained in the record in this docket including the Department of Education's July 31 submission.

We place these documents in the record to further facilitate an open and close working relationship with the Commission throughout the planning stage until the unaffiliated corporations are operational.

In accordance with Commission rules I am submitting two copies of this notice to the Office of the Secretary. Please acknowledge receipt hereof by affixing a notation on a duplicate copy of this letter furnished herewith for such purposes and remitting same to the bearer.

Sincerely,

  
Robert Haga

Attachment

cc: Lisa Gelb, Irene Flannery, Lisa Boehley, Lori Wright, Debra Kriete

No. of Copies rec'd  
List ABCDE

055

NECA Draft September 19, 1997

## Schools and Libraries Application for Universal Service Support

---

### Section 1 - Certification

1. School Code  2. Lib. EIN #:
3. Applicant Name:
4. Customer ID #:  5. Application Control #:
6. Street Address:
- County:  City:
- State:  Zip Code:
7. Area Served:
8. Telephone #:  ( ) -  9. FAX#:  ( ) -
10. Contact Name:
11. Address (if different):  12. E-mail:
13. Telephone #:  ( ) -  14. FAX #:  ( ) -
15. Provide the following information regarding your approved technology plan:
- Date approved:

NECA Draft September 19, 1997

Page 2 of 6

## Schools and Libraries

### Application for Universal Service Support

---

#### 16. Certification Statement

Pursuant to section 54.504, of the FCC's Rules, 47 C.F.R. § 54.504, I hereby certify that I am authorized to order telecommunications and other supported services for the above-named school(s) and/or Library(ies) and that:

- a) the school or library is an eligible entity under 47 U.S.C. # §§ 254(h)(4) and 254(h)(5), and 47 C.F.R. § 54.500 et seq.;
- b) the services requested will be used solely for educational purposes;
- c) the services will not be sold, resold, or transferred in consideration for money or any other thing of value;
- d) if the services are being purchased as part of an aggregated purchase with other entities, the request identifies all co-purchasers and the services or portion of the services being purchased by the school or library;
- e) all necessary funding in the current funding year has been budgeted and will have been approved to pay the "non-discount" portion of requested connections and services as well as any necessary hardware, and software, and to undertake the necessary staff training required in time to use the services effectively; and
- f) the school, library, or consortium including those entities has complied with all applicable state and local procurement processes.
- g) the school, library, or consortium including those entities has a technology plan that has been certified by its state or an independent entity approved by the Commission.

I further certify that I am authorized to submit this request on behalf of the above-named applicant, and that to the best of my knowledge and belief, the information in this application is complete, accurate and consistent with FCC Rules.

Signature \_\_\_\_\_ Date

Printed Name of certifying officer / authorized person

Title or position of certifying officer / authorized person

---

**Print the first two pages of this form, sign and return to:**

**Administrator  
Schools & Libraries Corporation  
100 South Jefferson Road  
Whippany, NJ 079**

## Schools and Libraries

### Application for Universal Service Support

---

**Section 2                      Summary of Service Requirements**

---

1. Applicant Name:	<input style="width: 100%;" type="text"/>		
2. Customer ID #:	<input style="width: 20%;" type="text"/>	3. School Code/ Lib. EIN #:	<input style="width: 20%;" type="text"/>
4. Street Address:	<input style="width: 100%;" type="text"/>		
County:	<input style="width: 20%;" type="text"/>	City:	<input style="width: 20%;" type="text"/>
State:	<input style="width: 10%;" type="text"/>	Zip Code:	<input style="width: 20%;" type="text"/>
5. Telephone #:	<input style="width: 20%;" type="text"/>	6. FAX #:	<input style="width: 20%;" type="text"/>
7. E-mail Address:	<input style="width: 100%;" type="text"/>		

**8. Applicant Type:**

- |                      |                          |
|----------------------|--------------------------|
| a) State             | <input type="checkbox"/> |
| b) Multi-State       | <input type="checkbox"/> |
| c) School District   | <input type="checkbox"/> |
| d) School            | <input type="checkbox"/> |
| e) Library           | <input type="checkbox"/> |
| f) Library Authority | <input type="checkbox"/> |
| g) Consortium        | <input type="checkbox"/> |
| h) Single Bill       | <input type="checkbox"/> |
| i) Multiple Bills    | <input type="checkbox"/> |
| j) Other             | <input type="checkbox"/> |
| k) Other             | <input type="checkbox"/> |

**For the Total Request**

9. Total Number of Students:	<input style="width: 50%;" type="text"/>
10. Total Number of Buildings to be Served:	<input style="width: 50%;" type="text"/>
11. Total Number of Rooms to be Served:	<input style="width: 50%;" type="text"/>
12. Total Number of Handsets (Wireless)	<input style="width: 50%;" type="text"/>
13. Total Number of Students Eligible for the Federal School Lunch Program:	<input style="width: 50%;" type="text"/>
14. Total Number of Library Patrons:	<input style="width: 50%;" type="text"/>
15. School District Code in which located: (if single Library):	<input style="width: 50%;" type="text"/>

## Schools and Libraries Application for Universal Service Support

## Section 2 Summary of Service Requirements

**16. Summary of Service Requested:**

**Please describe in sufficient detail so as to create a full understanding of the capabilities and requirements associated with your service requested:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Schools and Libraries Application for Universal Service Support

---

### Section 2      Summary of Service Requirements

---

17.    ☐ Telecommunications Service☐ Basic Telephone Service☐ Voice                      Number of Nodes☐ Data                      Number of locations/ units☐ Video                      Number of locations/ units


18.    ☐ Internal Connections:☐ # of Voice Connections☐ # of Video Connections☐ # of LANS☐ # of WANS☐ Other


19.    ☐ Connection to the Internet Service Provider☐ Dial-up

Speed

No. of Connections

☐ Direct Connection

Speed

No. of Connections

20. Existing Contract:      Yes    No  
   ☐    ☐

# Schools and Libraries Application for Universal Service Support

## Section 2 Summary of Service Requirements

- 21. For a complete copy of the Associated request for services, see Website or contact:**

--

**Name:**

**Address:**

**Phone:**

**E-Mail :**

URL :

City:	State:	Zip:
( ) -	FAX:	( ) -

- 22. Multi-entity/districts:** If application is for more than a single school or library, list type of entity and addresses of each eligible entity for which services are requested.

[illegible]

## Website Posting Confirmation

1. Applicant Name:
2. Customer ID #:
3. Application Control #:
4. Street Address:
- County:  City:
- State:  Zip Code:
5. Telephone #:  ( ) -  6. FAX #:  ( ) -
- 

7. This confirms that your request for services has been posted to the Schools/Libraries Website as of  00/00/0000
8. Please be advised that this Website Posting must remain open for a period of 28 calendar days prior to requesting a funding commitment and awarding the contract, pursuant to FCC Rules 47 CFR, Section 254.
9. You have fulfilled the Federal requirements for posting your request for services. If you have also met all state and local requirements, and have received a funding commitment, you may contract with your selected service provider on or after  00/00/0000
10. When you have made your service provider selection, please complete and return to us the attached Funding Request Form (also available on the Website). The selected provider(s) bids must also be attached to the Funding Request Form to obtain your Universal Service Funding Commitment. A Funding Request form will not be processed until all certifications have been received.
11. Funding Commitments will be issued based upon availability of funds in accordance with the FCC Rules and Regulations.

## Schools and Libraries Funding Request

---

1. School/Library Name:

2. Customer ID #:

3. Application Control #:

4. Street Address:

County:  City:

State:  Zip Code:

5. Telephone Number  ( ) -  6. FAX #  ( ) -

---

7. Contact Name:

8. Street Address (If different):  9. E-Mail

10. Telephone Number  ( ) -  11. FAX #  ( ) -

## 12. Contract Information:

Service Provider	Entity Code	Contract			Services/Products	Service Start Date	Total Amount
		Number	Award Date	Expiration Date			

13. Provide the total estimated cost (pre-discount) for the services you will require in the next calendar year.

\$

14. The Funding Request Form will not be processed without the selected service providers' bid(s) attached to the funding Request Form.

15. Return Form via: U. S. Postal Service Priority Mail, Fed Ex, UPS or any commercially available service which utilizes a pick-up time and date stamp.

**Return Form to:**

**Administrator  
Schools & Libraries Corporation  
100 South Jefferson Road  
Whippany, New Jersey 07981**

## Schools and Libraries Commitment Notification

**Your Request for funds has been approved.**

1. Total amount of funds committed for the calendar year 1998. \$   
(See below for breakdown if applicable)

2. Name:

3. Customer ID #:

4. Application Control #:

5. Street Address:

County:  City:

State:  Zip Code:

6. Area Served:

7. Telephone #: ( ) -  8. FAX #: ( ) -

9. Contact Name:

10. Street Address (if different):  11. E-Mail:

12. Telephone #: ( ) -  13. FAX #: ( ) -

14. Total Recurring Monthly (per month amount) \$

15. Total One-Time: \$

16. Total Annual Commitment: \$

17.

School/Library Name	School Code/EIN Number	Service Provider	Service	Service Start Date	Work Order Number	Total Amount

**Draft 9/12/97**

**OMB Approval # \_\_\_\_\_**  
**Form SLC 005**

**Schools & Libraries**  
**Receipt of Service Notification**

1. School/Library Name:	<input type="text"/>		
2. Customer ID #:	<input type="text"/>	3. Work Order #:	<input type="text"/>
4. Application Control #:	<input type="text"/>		
5. Street Address:	<input type="text"/>		
County:	<input type="text"/>	City	<input type="text"/>
State:	<input type="text"/>	Zip Code:	<input type="text"/>
6. Telephone Number	<input type="text"/> ( ) - <input type="text"/>	7. FAX #	<input type="text"/> ( ) - <input type="text"/>

---

8. Service Provider Selected

9. Date Service Commenced

Services is provided on:

- ☐ ongoing basis
- ☐ non-recurring basis/  
provided in full

**Return Form To:**

**Administrator**  
**Schools & Libraries Corporation**  
**100 South Jefferson Road**  
**Whippany, New Jersey 07891**

## Schools and Libraries Discontinued Service Notification

1. School/Library Name:	<input type="text"/>		
2. Customer ID #:	<input type="text"/>	3. Work Order #:	<input type="text"/>
4. Application Control #:	<input type="text"/>		
5. Street Address:	<input type="text"/>		
County:	<input type="text"/>	City	<input type="text"/>
State:	<input type="text"/>	Zip Code:	<input type="text"/>
6. Telephone Number	<input type="text"/>	7. FAX #	<input type="text"/>

---

**8. Service(s) discontinued:**

Service Provider	Service	Work Order No.	Date Service Discontinued

**Return Form To:**

**Administrator  
Schools and Libraries Corporation  
100 South Jefferson Road  
Whippany, New Jersey 07891**